



Human Resource Director
City Office Building
333 SW 6th Street
Willmar, MN 56201
Main Number 320-235-4913
Fax Number 320-235-4917

LABOR COMMITTEE AGENDA REPORT

To: Labor Committee	Date: February 25, 2019
From: Samantha Beckman, Human Resource Director	Subject: Consideration of GIS Specialist/Surveyor Job Description

AGENDA ITEM: GIS Specialist/Surveyor Job Description Update.

INTRODUCTION/REQUEST: To hopefully attract more applicants, we would like to update the job title and description to focus less on GIS.

HISTORY: This job has been open for over one year with no viable applicants.

CURRENT CIRCUMSTANCE: Approve the updated Surveyor I job description with altered title and GIS responsibilities.

RECOMMENDATION: Approve Surveyor I job description.

ISSUES: None

FINANCIAL IMPACT: None

ALTERNATIVES:

1. Not approve the updated Job Description

RECOMMENDED MOTION: Approve the Surveyor I job description as presented.

REVIEWED BY: Ike Holland, City Administrator

LABOR COMMITTEE DATE: February 25, 2019

COUNCIL MEETING DATE: March 4, 2019 ☐ Regular Agenda ☐ Consent Agenda

outsourced 5+ years

APPROVED: April 5, 2000
REVISED: Revised March 22, 2016
REVISED: Revised October 31, 2016
REVISED:

GIS SPECIALIST/SURVEYOR I

Position Title: GIS Specialist/Surveyor I

Department: Public Works

Department Head: Public Works Director

Immediate Supervisor: Assistant City Engineer

Pay Range: 6 **FLSA Status:** Non-exempt

Purpose

Performs non-supervisory technical and administrative work to carry out surveying, drafting and inspecting responsibilities. Gathers information on alignment topography, vertical control, horizontal control and stake out. Prepares plans and specifications for public improvement projects. Develop Aid in, implements and maintaining aof centralized geographic information system (GIS) to accommodate use by all departments. Inspects projects for compliance with plans/specifications and assure quality control measures are followed. Designs and drafts future projects. Assists in contract administration.

Organizational Relationships

Communicates with: *Internally* - Public Works Director and other department directors, MUC supervisory staff, Public Works, Wastewater Treatment, ~~Leisure Services~~ Recreation and Planning and —Development staff; *Externally* - contractors, property owners, County personnel, MN Department of Transportation, Pollution Control Agency, land surveyors, consulting engineers, plumbers, and the general public.

Supervises: None (provides work direction to part-time employees)

Essential Functions

Use a variety of instruments and equipment to perform field surveying; record complete and accurate field data; stake out the alignment and placement of various infrastructure items; and locate utility lines before digging.

Prepare plans and specifications for major and minor projects: analyze field data, drafts and designs plans and review/rewrite specifications.

Develop cost estimates for projects by checking project quantities and assigning values.

Inspect and monitor progress of multiple projects: compliance with plans and specifications; record project quantities; keep records for as-builts; discuss projects with residents; and prepare contractor pay estimates.

Update as-builts by making changes or additions to plans, maps and other files.

Review pay items with contractor to prepare final project cost and payment reports.

Locate information on rights-of-way and easements; interpret maps and write land descriptions.

Assist in rating streets for maintenance needs such as seal coating, overlay, and reconstruction.

Prepares projects for other City departments.

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REVISED: <u>Revised March 22, 2016</u>
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REVISED: _____

GIS SPECIALIST/SURVEYOR I

Position Title: GIS Specialist/Surveyor I

Department: Public Works

Department Head: Public Works Director

Immediate Supervisor: Assistant City Engineer

Pay Range: 6 **FLSA Status:** Non-exempt

Maintain and update City GIS master database of land, utilities, infrastructure, custom digital maps and data, digital aerials and other associated databases utilizing GIS data.

~~Consults with departments to define GIS programming needs.~~

Participate in the development and implementation of programming standards and operating procedures for GIS computer Surveying equipment including software and hardware; ~~evaluate and determine computer software needs.~~

Assist with building inspections when requested.

Answer questions about existing and planned utilities

Other duties as assigned

GIS SPECIALIST/SURVEYOR I

Other Duties and Responsibilities

~~Assist with building inspections when requested.~~
~~Oversee various projects such as tank removals and pollution issues.~~
~~Answer questions about existing and planned utilities.~~

Required Knowledge, Skills and Abilities

Performs other related duties as assigned by Supervisor or as apparent.
Knowledge of, and ability to apply, engineering and surveying standards/practices/techniques, MNDOT specifications book, MNDOT schedule of materials testing, software operating manual, MNDOH Permit, MPCA permit, MNDOT permit NPDES permit, and ADA requirements.
Knowledge of, and ability to understand, engineering and surveying manuals, applicable state and federal regulations, and City ordinances and policies.
Knowledge of construction practices and procedures and City requirements.
Skill in using a total station, GPS, level, drafting tools, large copy machine, computer, calculator and iron detector.
Skill in operating a variety of survey and computer equipment and software.
Knowledge and proficiency of GIS software
Ability to coordinate public projects.
Ability to maintain MNDOT certification for work on State Aid projects.
Ability to prioritize and carry out work assignments, individually and as a team.
Ability to use City vehicles for inspection and transporting equipment.

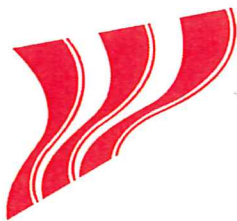
Machines, tools and equipment used: survey equipment, material testing equipment, inspection and survey vehicle, computers and software, vehicles, telephone and fax, copiers and calculators.

Minimum Qualifications

Two-year technical degree in surveying, drafting, civil engineering or closely related field.
Minimum two years of surveying experience desired. ~~Two years of increasingly responsible experience in GIS analysis or design experience.~~

Working Conditions

Time is spent indoors in a typical office setting and outdoors while surveying and monitoring construction projects. Spends extended period of time sitting at computer and drafting surfaces and standing/walking at work sites. Performs a variety of physical movements, including lifting objects such as survey/engineering equipment. Exposure to weather conditions and noise. Uses large and fine motor skills and many types of vision and hearing.



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LABOR COMMITTEE AGENDA REPORT

To: Labor Committee	Date: February 11, 2019
From: Samantha Beckman, Human Resource Director	Subject: Consideration of Updating Department Head Sick Leave Policy

AGENDA ITEM: Department Head Sick Leave Policy Update

INTRODUCTION/REQUEST: The Department Head's sick leave payout amount should be updated to match other employee's cash out levels.

HISTORY: The amount of hours to be paid out upon termination has not been increased in the past 8 years. It also was not updated when we completed union negotiations.

CURRENT CIRCUMSTANCE: The Department Head sick leave payout amount should be increased to 900 (from 820) hours to match the highest level of payout amount allowed by the City.

RECOMMENDATION: Update the policy to allow 900 hours of sick leave payout upon separation of service.

ISSUES: None

FINANCIAL IMPACT: Potentially 80 more hours of sick leave to payout to Department Heads who retire/terminate with 7+ years of service.

ALTERNATIVES:

1. Leave the policy as is
2. Increase payout amount to a different amount

RECOMMENDED MOTION: Update the policy to allow 900 hours of sick leave payout upon separation of service.

REVIEWED BY: Ike Holland, City Administrator

LABOR COMMITTEE DATE: February 25, 2019

COUNCIL MEETING DATE: March 4, 2019 ☐ Regular Agenda ☐ Consent Agenda

ARTICLE 7. SICK LEAVE

- 7.1 A Department Head shall be granted eight (8) hours of sick leave, with pay, for each month of service; unused sick leave to a Department Head's credit shall be cumulative from one year to the next.
- 7.2 Sick leave of up to three (3) days per incident may be used in the case of acute sickness, emergency or accident in the Department Head's immediate family; as such term is defined in Section 8.1.
- 7.3 A Department Head entitled to receive weekly workers' compensation wage loss benefits who has accumulated sick leave benefits at the time of a compensable injury, shall be allowed to utilize accumulated sick leave benefits to supplement the difference between the workers' compensation wage loss payment and their average weekly wage at the time of the injury. A Department Head will only be allowed to utilize the sick leave accrued as of the date of injury.
- 7.4 A Department Head with seven (7) or more years of consecutive service with the City shall be granted, upon termination of employment with the City, the cash value of the accumulated total sick leave; computed at last current salary at time of severance, in accordance with the following schedule: seven (7) years, seventy (70%) percent; eight (8) years, eighty (80%) percent; nine (9) years, ninety (90%) percent; ten (10) years, one hundred (100%) percent. In the event a Department Head with at least seven (7) years continuous service dies while so employed, his/her heirs as designated under the PERA plan shall be entitled to an amount equal to the percent of accrued sick leave benefits that said Department Head would have earned under the termination clause (payable at the time of Department Head's death). Termination and/or death benefits shall be limited to ~~820~~ 900 hours ~~in 1992 and thereafter.~~

Unit	Cash-Out		Notes/Comments
	Max 2017	Cash-Out Max 2018	
General	*720	840	*deferred bank up to 160-additional 120 hours
LELS	*720	840	*deferred bank up to 160-additional 120 hours
PW	*720	900	*deferred bank up to 240-additional 180 hours
Supervisors	820	850	increased to 'match' employees they are supervising
Dept Heads	820	820	no increase (went back as far as 2011 and found no increase)

retirees with 10 years get 75% (terms with 10 years get 50%, 15 years=60%, 20 years=70%)
retirees with 10 years get 75% (no cash out for terms)
retirees with 10 years get 75% (terms with 10 years get 50%, 15 years=60%, 20 years=70%)
terms with 7 years get 70%, 8 years=80%, 9 years=90%, 10 years=100%
terms with 7 years get 70%, 8 years=80%, 9 years=90%, 10 years=100%

<u>City</u>	<u>Cash-Out Max</u>	<u>Notes/Comments</u>
Hutchinson	400	
New Ulm	240	all employees can cash out, not just retirees
St Peter	624	all employees can cash out, not just retirees
Worthington	300	
Waseca	420	
Marshall	600	employees with 5+ years of service, not just retirees

City of Willmar Policy for City Department Heads

ARTICLE 1. PURPOSE

- 1.1 The City and the Department Heads, through this Policy, continue their dedication to the highest quality of public service.

ARTICLE 2. DEPARTMENT HEADS

- 2.1 This Policy applies to the following:

Director of Planning and Development Services
Finance Director
Fire Chief
Human Resource Director
Police Chief
Public Works Director

- 2.2 Department Head positions may be created, established, consolidated or deleted by duly adopted resolution of the City Council.

ARTICLE 3. GRIEVANCE PROCEDURE

- 3.1 **DEFINITION OF GRIEVANCE:** A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of this Policy.
- 3.2 **PROCEDURE.** A Grievance, as defined by Section 3.1, shall be resolved in conformance with the following procedure:

Step 1: No grievance shall be entertained or processed unless it is submitted within ten (10) working days after the first occurrence of the event giving rise to the grievance, or within ten (10) working days after the Department Head through the use of reasonable diligence should have obtained knowledge of the first occurrence of the event giving rise to the grievance. The written grievance shall be signed by the Department Head and shall set forth the nature of the grievance, the facts upon which it is based, the alleged violation of this Policy, and the relief requested.

The grievance shall be submitted in writing to the City Administrator within the ten (10) working day period as noted above. A meeting or discussion between the City Administrator and the Department Head shall be held within ten (10) working days. If no settlement is reached, the City Administrator shall provide a written answer to the Department Head within ten (10) working days following the meeting.

Step 2: If the grievance is not settled in Step 1 and the Department Head desires to appeal, the Department Head shall appeal in writing to the City Council within ten (10) working days after the City Administrator's answer in Step I. A meeting or discussion between the City Council and the Department Head shall be held within twenty (20) working days in a closed session. The decision of the City Council shall be final.

ARTICLE 4. PROBATIONARY PERIODS

- 4.1 A newly-hired Department Head will serve a probationary period at the discretion of the City Council. The normal probationary period shall be 12-months.
- 4.2 At any time during the probationary period referred to in 4.1, a newly-hired or rehired Department Head may be terminated at the discretion of the City Administrator, subject to approval by the City Council.

ARTICLE 5. HOLIDAY LEAVE

- 5.1 The following holidays shall be paid holidays for all Department Heads:

New Year's Day	January 1
Martin Luther King Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	
Christmas Day	December 25

- 5.1 A paid holiday falling on Sunday will be observed on the following Monday, and one falling on Saturday will be observed on the preceding Friday.

ARTICLE 6. VACATION LEAVE

- 6.1 All new employees will receive, beginning immediately, 15 days of vacation per year through year four. Thereafter, vacation leave time begins on the employee's anniversary date and the following schedule will begin:
- A. From year five (5) through the year nine (9) of continuous employment, each Department Head shall be granted 18 working days per year.
 - B. From year 10 through year 14 of continuous employment, each Department Head shall be granted vacation at the 20 working days per year.
 - C. From year 15 and thereafter, each Department Head granted vacation at the rate of 25 working days per year.

6.2 If a Department Head retires, resigns or is terminated without receiving the vacation due him or her that year, he/she shall be paid for such vacation, not to exceed twice their annual allotment of accumulated vacation, provided that if discharged such termination is not due to misconduct or dishonesty on the part of the Department Head.

6.3 Each Department Head shall annually receive two (2) personal leave days. The days are to be taken when the Department Head's workload permits and are not cumulative from year to year.

6.4 A Department Head shall be allowed to accumulate vacation and to have credited to them twice their annual vacation. Vacation may be taken in increments of one-hour to 25 working days (maximum). If 25 working days of vacation are used at one time, a Department Head must work a minimum of two weeks before further vacation can be taken. Employees who have accumulated at least 120 vacation hours may cash in 40 hours of vacation one time per year (request must be made by Nov 1, paid on first payroll after request has been received) when using 40 consecutive hours of vacation as long as the employee retains a minimum of 40 hours vacation.

ARTICLE 7. SICK LEAVE

- 7.1 A Department Head shall be granted eight (8) hours of sick leave, with pay, for each month of service; unused sick leave to a Department Head's credit shall be cumulative from one year to the next.
- 7.2 Sick leave of up to three (3) days per incident may be used in the case of acute sickness, emergency or accident in the Department Head's immediate family; as such term is defined in Section 8.1.
- 7.3 A Department Head entitled to receive weekly workers' compensation wage loss benefits who has accumulated sick leave benefits at the time of a compensable injury, shall be allowed to utilize accumulated sick leave benefits to supplement the difference between the workers' compensation wage loss payment and their average weekly wage at the time of the injury. A Department Head will only be allowed to utilize the sick leave accrued as of the date of injury.

- 7.4 A Department Head with seven (7) or more years of consecutive service with the City shall be granted, upon termination of employment with the City, the cash value of the accumulated total sick leave; computed at last current salary at time of severance, in accordance with the following schedule: seven (7) years, seventy (70%) percent; eight (8) years, eighty (80%) percent; nine (9) years, ninety (90%) percent; ten (10) years, one hundred (100%) percent. In the event a Department Head with at least seven (7) years continuous service dies while so employed, his/her heirs as designated under the PERA plan shall be entitled to an amount equal to the percent of accrued sick leave benefits that said Department Head would have earned under the termination clause (payable at the time of Department Head's death). Termination and/or death benefits shall be limited to 820 hours in 1992 and thereafter.

ARTICLE 8. FUNERAL LEAVE

- 8.1 A Department Head may be allowed up to three (3) working days paid leave at the Department Head's straight time rate in the event of death of a member of the Department Head's immediate family. Such funeral leave will not be deducted from sick leave. The Department Head's immediate family is defined as father or father-in-law, grandfather, mother or mother-in-law, grandmother, grandchildren, sister or sister-in-law, brother or brother-in-law, spouse, children of either husband or wife, stepchildren or stepparents, or a member of the Department Head's own immediate household. It is understood that payment under the above provisions is only for a day or days when the Department Head was scheduled to work and would have worked except for the death of such relative.

ARTICLE 9. JURY DUTY (COURT APPEARANCE) OR MILITARY DUTY

- 9.1 A Department Head may be granted a leave of absence with pay for service upon a jury, appearance before a court, legislative committee or other body as a witness in a proceeding involving the Federal Government, the State of Minnesota, or a political subdivision thereof, in response to a subpoena or other direction by proper authority; or attendance in court in connection with his/her official duties.

ARTICLE 10. WORK SCHEDULE

- 10.1 The normal work week for a full-time Department Head shall consist of forty (40) hours. However, it is expected that a Department Head will provide the service necessary to carry out the responsibilities of their positions. A Department Head is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) and shall not be entitled to accrue overtime or compensatory time for hours worked in excess of forty (40) hours per week.

- 10.2 Special Leave Any Department Head who is mentally or physically incapacitated to perform his/her duties, or who for any stated reason considered good by the City Administrator finds it necessary to absent himself/herself from his/her duties, may on written request approved by the City Administrator, be granted special leave of absence without pay for a period not to exceed one year. Such request shall be submitted in writing stating the reason why such absence is desired and the date of his/her return. The Department Head granted a special leave shall be reinstated in the same position as he/she held when the special leave was granted. Special leaves may be reviewed after one year by the City Administrator and if mutually agreed upon by both parties, an extension may be granted.

ARTICLE 11. INSURANCE

11.1 Health Insurance. The City agrees to provide an insurance program for hospitalization and major medical coverage. In 2017, the City will contribute up to \$1455.75.00 per month toward the cost of the monthly premium for family coverage under the Basic Plan and the higher paid plan, and \$904.50 for the HSA plan. The city will contribute into the HSA accounts: \$2600.00 for single plans and \$5200.00 for family plans. The City will prorate amount for single or family coverage into the HSA if the employee's first day is after January 1. Effective for 2017, the City would pay the full cost of the premium for single coverage in each plan.

The per month cost for the employee selecting to use a family plan are as follows:

Basic Plan	\$224.25
Higher Paid Plan	\$609.25
HSA	\$505.50

For 2017, and annually thereafter, the City will contribute up to fifty percent (50%) of the increase in the cost of the monthly premium for dependent coverage under the Traditional Plan. Any additional cost shall be paid by the Department Head through payroll deduction.

11.2 The City agrees to pay for a long-term disability program for such Department Heads comparable to what is now in effect.

11.3 A Department Head who retires may continue to participate in the City's health insurance group in accordance with the provisions of Minnesota Statute § 471.61, subd.

- a. Employees who elect to continue to participate in the City's health insurance group after retirement shall be responsible for paying the full premium unless the retiree has opted (and qualifies see policy for requirements) to enter into the city's early retirement program, in which the city contributes \$430.00 towards the premium cost. *After December 31, 2017 this benefit is not available for new hires.

After March 31, 2016, all Department Heads shall vote as a group as to whether or not to accept the option upon retirement of a cash payment of their accrued sick leave pursuant to Article 7.4, or the establishment of a post-employment health care savings plan pursuant to regulations of MSRS. The option chosen by the majority of the group of Department Heads shall apply to all Department Heads.

11.4 The City agrees to pay for a \$50,000 life insurance program for a Department Head. The City will provide additional term life insurance solely at Department Head cost, subject to individual participation approval by the insurance carrier.

11.5 The City will provide the options for a dental insurance program solely at Department Head cost.

11.6 City Cell Phone/Allowance – Effective January 1, 2017 based on need and at the discretion of the City Administrator the City will provide a City cell phone to the Department Heads (current City cost \$53.86/month) or the City will contribute \$50 per month to each Department Head that uses his/her personal cell phone for city business and elects not to have a City owned phone._

ARTICLE 12. CLOTHING ALLOWANCE

12.1 The City shall annually provide a clothing allowance to the Police Chief (electing to wear a uniform), and Fire Chief up to \$800.00. The allowance will be based on a voucher system under the direction of the City Administrator and subject to a list of items issued by the Department Head or may be paid in a lump sum for the year subject to the condition that if a Department Head terminates employment during the year after receiving a lump-sum payment, said Department Head will repay the City on a prorata basis. If necessary, the City Administrator has the authority to order the Department Head to replace his/her uniform or parts thereof.

The initial uniform shall consist of:

Parka	1	Trousers	2
Cap (winter)	1	Leather Goods	
Cap (summer)	1	Breast and Cap Badge	1
Jacket	1	Set of Hand Cuffs (Police Chief)	1
Shirts (winter)	2	Hand Gun (Police Chief)	1
Shirts (summer)	2	Name Tag	1

ARTICLE 13. DEFERRED COMPENSATION

13.1 Effective January 1, 2017 the City agrees to provide the Department Head with \$2000.00 on the employee's base salary in lieu of directly into the deferred compensation account. After the signing of this agreement, the City will no longer contribute towards deferred comp dollars to a new hire, or transferred, or promoted employee, in replacement the Supervisors salary structure max amount will be increased by \$2000.00.

ARTICLE 14. VEHICLE ALLOWANCE/ASSIGNMENT

14.1 Effective January 1 2017 current department heads shall receive a vehicle allowance at the discretion of the City Administrator in the amount of \$150-\$350 based on the department heads travel expectations, except for Department Heads who are assigned vehicles for business use. Mileage pay will be given in addition to any Department Head when travel is outside of the Kandiyohi County limits.

Salary Structure

Position Point Range	Position Current Points	Position Pay Grade	Title	2017 Wage	Min	Mid	Max
460-549	511	11	Human Resource Director	\$81,078.36	\$76,489.02	\$87,962.37	\$101,435.72
550-684	565	12	Fire Chief/Marshal	\$91,107.20	\$81,078.36	\$93,240.11	\$107,401.87
550-684	589	12	Finance Director	\$102,376.64	\$81,078.36	\$93,240.11	\$107,401.87
550-684	600	12	Planning and Development Director	\$106,590.40	\$81,078.36	\$93,240.11	\$107,401.87
550-684	615	12	Police Chief	\$97,571.84	\$81,078.36	\$93,240.11	\$107,401.87
685-819	685	13	Public Works Director	\$105,708.80	\$102,359.56	\$117,713.49	\$124,000.00
820-999	870	14	City Administrator	\$126,400.00	\$108,501.13	\$124,776.30	\$149,514.56

Beginning in 2018 the ranges will be adjusted each year on January 1 based on CPI (Midwest Index), and in addition, an increase of up to 4% may be given based on a satisfactory performance review, and years of service.

New Employees will receive the increase outlined in the employment offer upon a satisfactory six-month review.

Disclaimer and Reservation of Rights

This Policy is intended to provide general information to Department Heads of the City of Willmar. The policies and information described herein *are not* conditions of employment, it is not a collective bargaining agreement, and the language is not intended to nor does it create a contract between the City of Willmar and any Department Head. The City of Willmar reserves the right to change, add to, eliminate, or modify any of the policies at its discretion, with notice. Any employee manuals or contracts previously distributed are now specifically revoked and rescinded and the provisions therein are now null and void.


Pay Position	Point Range	Points	Title	2016 Wage	2016 Min	2016 Mid	2016 Max
11	460-549	511	Human Resource Director	76,489.02	76,489.02	87,962.37	99,435.72
12	550-684	565	Fire Chief/Marshal	85,680.00	81,078.36	93,240.11	105,401.87
12	550-684	589	Finance Director	96,516.00	81,078.36	93,240.11	105,401.87
12	550-684	600	Planning and Community Services Dir	96,156.00	81,078.36	93,240.11	105,401.87
12	550-684	615	Police Chief	91,896.00	81,078.36	93,240.11	105,401.87
12	550-684	643	Public Works Director	99,720.00	81,078.36	93,240.11	105,401.87
14	820-999	870	City Administrator		108,501.13	124,776.30	149,514.56

10/7/2010

2010 DEPT HEAD/SUPERV
ATTACHMENT A

	Rg.	Position Date	2009 Salary	2009 Hrly. Rate	0% COL 2010	2010 Hrly. Rate	2010 M/D Rate	2010 Hrly. Rate	M/D
Administrative Asst.-P.D.	6	11/1/01	49,714	23.90	49,714	23.90	50,460	24.26	11/1
Accounting Supervisor	6	10/20/03	48,070	23.11	48,070	23.11	48,791	23.46	10/20
Administrative Asst.-C.A.	7	7/1/91	58,104	27.93	58,104	27.93	58,976	28.35	7/1
Arena Operations Supervisor	7	10/22/96	58,869	28.30	58,869	28.30	59,752	28.73	10/22
Leisure Services Supervisor	7	9/17/90	59,127	28.43	59,127	28.43	60,014	28.85	9/17
Information Systems Coord.	8	4/24/06	55,761	26.81	55,761	26.81	56,597	27.21	4/24
Senior Technician	8	9/7/07	57,403	27.60	57,403	27.60	58,264	28.01	9/7
Public Works Superintendent	9	3/13/95	69,423	33.38	69,423	33.38			3/13
Assessor	9	10/10/91	69,423	33.38	69,423	33.38			10/10
WTP Superintendent	9	2/17/94	69,423	33.38	69,423	33.38			2/17
Police Captain	10			0.00	-	0.00		0.00	
Ass't. City Engineer	10			0.00	-	0.00		0.00	
Fire Chief	12	1/3/00	90,202	43.37	90,202	43.37	91,555	44.02	1/3
City Clerk	12	1/1/91	91,722	44.10	91,722	44.10	91,924	44.19	1/1
Police Chief	12	7/24/10	76,925	36.98	76,925	36.98	88,250	42.43	7/24
Planning/Development Director	12	1/1/86	91,924	44.19	91,924	44.19			1/1
Finance Director	12	5/7/87	91,924	44.19	91,924	44.19			5/7
Acting Public Works Director	12	7/10/10	69,067	33.21	70,103	33.70*	81,324	39.10	7/10

*Step increase on 1/17, then another increase on 7/10 when appointed Acting Public Works Director


City Administrator

10/8/10
Date

ARTICLE XIV: PAY EQUITY

- 14.1 The City of Willmar adopted a Pay Equity Plan on April 1, 1987. The Plan calls for the establishment of salaries based on an evaluation of position classification by job value.

ARTICLE XV: SALARY PROGRESSION

- 15.1 Step increases shall be made available to members of the group based on uniform performance evaluation model. Department Heads shall conduct annual evaluations of First Line Supervisors and Confidential Employees. The City Administrator shall evaluate Department Heads. Step increases for First Line Supervisors and Confidential Employees will be recommended by the Department Head to the City Administrator for final approval. Step increases for Department Heads will be approved by the City Administrator.
- 15.2 Step Increases: Employees whose base salary is below the midpoint of the City-adopted pay range shall receive a four (4%) percent increase on the base salary if the employee's performance, as determined by the Employer, is satisfactory. Employees whose base salary is above the midpoint of the City-adopted pay range shall receive a one and one-half (1 ½%) percent increase on the base salary if the employee's performance, as determined by the Employer, is satisfactory. Step increases shall be effective on the employee's position anniversary date.

ARTICLE XVI: RECLASSIFY POSITION CLASSIFICATIONS

- 16.1 The Employer reserves the right to reclassify position classifications as identified in Exhibit A to reflect changes in job responsibilities.

ARTICLE XVII: CLOTHING ALLOWANCE

- 17.1 The City shall annually provide a clothing allowance to the Police Chief (electing to wear a uniform), Police Captain, and Fire Chief up to \$650.00. The allowance will be based on a voucher system under the direction of the Department Head and subject to a list of items issued by the Department Head or may be paid in a lump sum for the year subject to the condition that if an employee terminates employment during the year after receiving a lump-sum payment, said employee will repay the City on a pro rata basis. If necessary, the Department Head has the authority to order the employee to replace